PeopleSoft
Printing the PAF Report
September 1, 2010

REQUESTING A STATE PAF REPORT

Use the following navigation to 'PAF' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'.

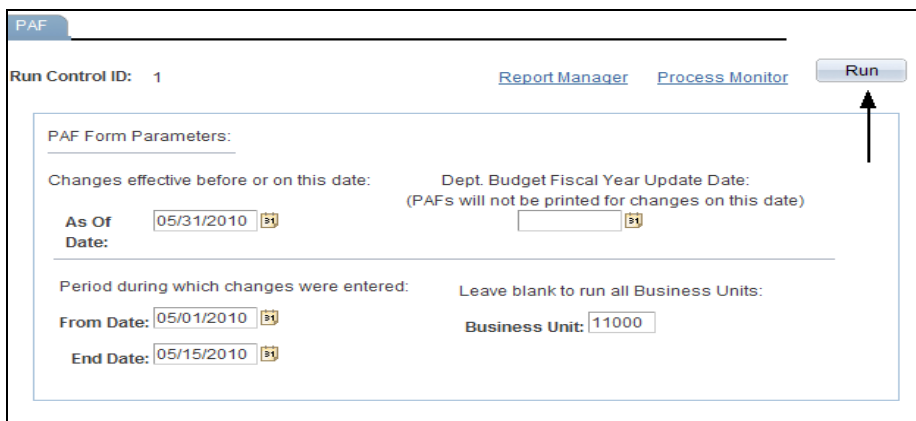**Main Menu>ND State Applications>Reports>PAF**

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following page allows you to enter the parameters for the dates you want the PAF report to print for.

- <u>Changes effective before or on this date; As of Date:</u> This date is the actual date the information was entered into PSFT.
- <u>Period during which changes were entered; From Date: and End Date:</u> These dates are compared to the effective date on Job Data.

Once all dates are entered, click 'Run'.

On the Process Scheduler Request mark the 'State PAF Summary' box. Then click 'OK' and you will be returned to the previous screen.

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

At the Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success' and 'Posted'. Then click on the Process Name 'NDS_PAFS'.

Once you click on the Process Name you will be taken to the Process Detail screen, click on third line, 'NDSPAFR Success'.

Process Detail

Process Name: NDS_PAFS
Main Job Instance: 1292590

Left | Right

1292590 - NDS_PAFS Success
  1292591 - NDS_PAFS_AE Success
  1292592 - NDSPAFR Success ←

Click on the 'View Log/Trace' link on this screen.

Process Detail

Process

Instance:	1292592	Type:	Crystal
Name:	NDSPAFR	Description:	NDSPAFR
Run Status:	Success	Distribution Status:	Posted

Run   **Update Process**

Run Control ID: 1   ○ Hold Request
Location: Server   ○ Queue Request
Server: PSNT   ○ Cancel Request
Recurrence: ○ Delete Request
                                             ○ Restart Request

Date/Time   **Actions**

Request Created On: 08/27/2010 8:45:45AM CDT   Parameters   Transfer
Run Anytime After: 08/27/2010 8:45:38AM CDT   Message Log
Began Process At: 08/27/2010 8:47:35AM CDT   Batch Timings
Ended Process At: 08/27/2010 8:47:43AM CDT   View Log/Trace ←

Click the report name below to view the report. The report name should end with ".PDF".

View Log/Trace

Report

Report ID:	1276	Process Instance:	1292592	Message Log
Name:	NDSPAFR	Process Type:	Crystal	
Run Status:	Success			

NDSPAFR

Distribution Details

Distribution Node: REFNODE   Expiration Date: 12/04/2010

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	08/27/2010 8:47:43.013000AM CDT
NDSPAFR_1292592.PDF	48,500	08/27/2010 8:47:43.013000AM CDT
pssqltrace.trc	491	08/27/2010 8:47:43.013000AM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	TBAUER@ND.GOV

The report, shown below, may then be saved wherever you prefer to store it; or printed at your own printer.

HRMS/PAYROLL
STATE of NORTH DAKOTA

NDSPAFR   Page 1 of 1

NAME	EMPLID	BUS UNIT	DEPT	EFFDT	ACTION	ACTION REASON	RATE	CHANGE AMT
				4/29/2010	Vacation Balance Pay			226.71
				4/29/2010	Sick Leave Pay at Termination			850.15
				4/30/2010	Vacation Balance Pay			1,136.12
				4/30/2010	Vacation Balance Pay			1,519.62
				4/29/2010	Board Member Pay			50.00
				4/30/2010	Board Member Pay			50.00
				4/30/2010	Board Member Pay			50.00
				4/29/2010	Regular Pay			93.57
				4/29/2010	Vacation Balance Pay			3,146.65
				4/29/2010	Performance Bonus Pay			1,000.00
				4/30/2010	Retro Pay			78.65
				4/1/2010	Pay Rate Change	REC		201.00
				4/29/2010	Shift Differential Lump Sum			32.00
				4/29/2010	Shift Differential Lump Sum			58.80
				4/29/2010	Overtime at 1.5			342.77
				4/29/2010	Overtime at Straight			65.65
				4/29/2010	Overtime at 1.5			196.96
				4/30/2010	Overtime at 1.5			354.53
				4/29/2010	Overtime at 1.5			42.53
				4/29/2010	Overtime at 1.5			105.37

Authorized Signature: _____